

ST HELENS CHAMBER  
**BUSINESS FAIR**

**HAYDOCK PARK RACECOURSE**  
**THURSDAY 4<sup>TH</sup> APRIL 2019**  
**10.30AM – 3.00PM**

# Exhibitor Information



#sthbizfair19



**St Helens  
Chamber**

## Application Instructions

1. Please ensure you have completed the entire application form.
2. Incomplete applications will not be processed.
3. Please include any additional information such as images, menus, any references and testimonials that will support your application.
4. We aim to confirm your attendance within one week from the date your application was received.
5. Payment must be sent with the return of your application.  
Cheques should be made payable to St Helens Chamber.  
To pay by card, please contact us on 01744 742082.
6. By submitting your application you are agreeing to the Terms & Conditions put forward by St Helens Chamber.
7. All exhibitors must have a valid certificate of public liability insurance.

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## Contact Information

Name .....

Company .....

Postal Address

.....  
.....  
.....

Postcode .....

Email Address .....

Telephone .....

Mobile .....

Website .....

Facebook .....

Twitter .....

Public Liability Insurance Company .....

Insurance Policy No ..... Expiry Date .....

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## Booking Information

Opportunity	Details	Price List		Quantity	Total
Exhibitor Stands	6ft x 2.5ft Standard Trestle Table, Cloth, 2 Chairs available if required. <b>Includes Electricity</b>	Members	Non Members		
		£135 +VAT	£184 +VAT		
	6ft x 2.5ft Standard Trestle Table, Cloth, 2 Chairs available if required. <b>No Electricity</b>	Members	Both events		
		£130 +VAT	£179 +VAT		
<b>Bonuses</b>					
Business Breakfast	Bacon/Sausage/Egg Roll, Tea/Coffee.	£6.00 +VAT			
Extension Lead	Extension leads will not be provided unless hired. – <i>Exhibitors are allowed bring their own.</i>	£3.33 +VAT Each			
Leaflet included in exhibitor bag	All exhibitors and attendees will receive a pack and bag containing your leaflet	£75.00 +VAT			
Advert in the Business Fair Programme	1/2 page and full page adverts available	1/2 page	£60 +VAT		
		Full page	£120 +VAT		

## Risk Assessment

Please consider risks such as health and safety, hygiene, cash handling and fire hazards, along with the steps you would take in order to minimise these risks.

Further information on how to complete a risk assessment is available at [www.hse.gov.uk](http://www.hse.gov.uk)

<b>Activity</b>	<b>Potential Hazard</b>	<b>Those at Risk</b>	<b>Steps Taken to Minimise Risk</b>
<i>Electrical hazards during exhibition</i>	<i>Injury</i>	<i>Stand Staff, Visitors, Site Staff</i>	<i>All electrical equipment is PAT tested and visually inspected</i>



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## Application Checklist

Please ensure that all the below documentation has been completed and returned with your application. Any applications that do not include all the below information cannot be considered and will be returned for full completion.

- Completed Application Form
- Completed Risk Assessment
- Copy of Public Liability Insurance
- Enclosed Cheque/Card Details
- I have read and understood the terms & conditions on the following page and I hereby agree to comply with them.

**Signed** ..... **Date** .....

**Please return all requested items along with your application to:**

Events@sthelenschamber.com

**Or mail to:**

Events Team,  
St Helens Chamber,  
Salisbury Street,  
Off Chalon Way,  
St Helens  
WA10 1FY

**#sthbizfair19**



**St Helens  
Chamber**



## St Helens Chamber – Terms & Conditions

1. Payment is required in full when your booking is accepted. You can send payment with this application.
2. Payment Terms – Exhibitors are required to pay 100% of the fee. An invoice will be issued within 14 days once payment is received.
3. Cancellation – St Helens Chamber will retain 100% of the paid total on cancellation by the exhibitor within 1 month of the event.
4. Exhibitors must ensure that they are adequately insured. Copies of Public Liability Certificates must be included with this application form.
5. St Helens Chamber will not accept liability for any issues regarding set up, de rig or incidents that may arise during your presence at the event.
6. It is essential that exhibitors carry out a Risk Assessment for their stalls. Please see template attached, copies of which must accompany the booking form.
7. Exhibitors must ensure that all relevant electrical equipment has had updated Portable Appliance Testing (PAT).
8. Exhibitors must comply with health and safety regulations, in line with the Health and Safety Act (1974).
9. Exhibitors selling consumable goods must comply with food hygiene regulations.
10. Exhibitors must only sell the goods stated at the time of booking.
11. Exhibitors will be allocated car parking permits.
12. Exhibitors must ensure that no equipment exceeds the area booked. Exhibitors who fail to respect this rule may be asked for additional payment.
13. All stalls and pitches must be staffed, stocked and open during the Business Fair's opening hours. You are not allowed to pack up before this time.
14. St Helens Chamber will try to place stands offering similar products/services apart, but reserve the right to give the visitors variety and choice.
15. Exhibitors may not smoke on site.
16. Exhibitors must take responsibility to safeguard their property. St Helens Chamber does not accept responsibility for any losses.
17. Exhibitors must keep their stands presentable, only showing what they are selling.
18. No refunds will be made if the Business Fair cannot take place for any reasons beyond the control of the organisers, including bad weather. The decision to cancel is at the discretion of the organisers.
19. Exhibitors may be banned from future events if any of the above rules are breached.

**Thank you for your application!**

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